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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

| WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2103

Shirley F. Ebbesen Division of | Revision No.: 10

Director Wage Determinations | Date Of Revision: 06/15/2010

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States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince

George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,

King George, Loudoun, Prince William, Stafford

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE	TITLE	FOOTNOTE	RATE
01000 -	Administrative Support And Clerical Occupations		
01011 -	Accounting Clerk I		15.08
01012 -	Accounting Clerk II		16.92
01013 -	Accounting Clerk III		22.30
01020 -	Administrative Assistant		31.41

01040 -	Court Reporter		21.84
01051 -	Data Entry Operator I		14.38
01052 -	Data Entry Operator II		15.69
01060 -	Dispatcher, Motor Vehicle		17.87
01070 -	Document Preparation Clerk		14.21
01090 -	Duplicating Machine Operator		14.21
01111 -	General Clerk I		14.88
01112 -	General Clerk II		16.24
01113 -	General Clerk III		18.74
01120 -	Housing Referral Assistant		25.29
01141 -	Messenger Courier		13.62
01191 -	Order Clerk I		15.12
01192 -	Order Clerk II		16.50
01261 -	Personnel Assistant (Employment)I		18.15
01262 -	Personnel Assistant (Employment) II		20.32
01263 -	Personnel Assistant (Employment) III		22.65
01270 -	Production Control Clerk		22.03
01280 -	Receptionist		14.43
01290 -	Rental Clerk		16.55
01300 -	Scheduler, Maintenance		18.07
01311 -	Secretary I		18.07
01312 -	Secretary II		20.18
01313 -	Secretary III		25.29
01320 -	Service Order Dispatcher		16.98

01410 -	Supply Technician		28.55
01420 -	Survey Worker		20.03
01531 -	Travel Clerk I		13.29
01532 -	Travel Clerk II		14.36
01533 -	Travel Clerk III		15.49
01611 -	Word Processor I		15.63
01612 -	Word Processor II		17.67
01613 -	Word Processor III		19.95
05000 -	Automotive Service Occupations		
05005 -	Automobile Body Repairer, Fiberglass		25.26
05010 -	Automotive Electrician		23.51
05040 -	Automotive Glass Installer		22.15
05070 -	Automotive Worker		22.15
05110	Mobile Equipment Servicer		19.04
05130 -	Motor Equipment Metal Mechanic		24.78
05160 -	Motor Equipment Metal Worker		22.15
05190 -	Motor Vehicle Mechanic		24.78
05220 -	Motor Vehicle Mechanic Helper		18.49
05250 -	Motor Vehicle Upholstery Worker		21.63
05280 -	Motor Vehicle Wrecker		22.15
05310 -	Painter, Automotive		23.51
05340 -	Radiator Repair Specialist		22.15
05370 -	Tire Repairer		14.44
05400 -	Transmission Repair Specialist		24.78

07000 -	Food Preparation And Service Occupations		
07010 -	Baker		13.85
07041 -	Cook I		12.55
07042 -	Cook II		14.60
07070 -	Dishwasher		10.11
07130 -	Food Service Worker		10.66
07210 -	Meat Cutter		18.08
07260 -	Waiter/Waitress		9.70
09000 -	Furniture Maintenance And Repair Occupations		
09010 -	Electrostatic Spray Painter		19.86
09040 -	Furniture Handler		14.06
09080 -	Furniture Refinisher		20.23
09090 -	Furniture Refinisher Helper		15.52
09110 -	Furniture Repairer, Minor		17.94
09130 -	Upholsterer		19.86
11000 -	General Services And Support Occupations		
11030 -	Cleaner, Vehicles		10.54
11060 -	Elevator Operator		10.54
11090 -	Gardener		17.52
11122 -	Housekeeping Aide		11.83
11150 -	Janitor		11.83
11210 -	Laborer, Grounds Maintenance		13.07
11240 -	Maid or Houseman		11.26
11260 -	Pruner		11.58

11270 -	Tractor Operator		16.04
11330 -	Trail Maintenance Worker		13.07
11360 -	Window Cleaner		12.85
12000 -	Health Occupations		
12010	Ambulance Driver		20.41
12011 -	Breath Alcohol Technician		20.27
12012	Certified Occupational Therapist Assistant		23.11
12015 -	Certified Physical Therapist Assistant		21.43
12020 -	Dental Assistant		17.18
12025 -	Dental Hygienist		44.75
12030 -	EKG Technician		27.67
12035 -	Electroneurodiagnostic Technologist		27.67
12040 -	Emergency Medical Technician		20.41
12071 -	Licensed Practical Nurse I		19.07
12072 -	Licensed Practical Nurse II		21.35
12073 -	Licensed Practical Nurse III		24.13
12100 -	Medical Assistant		15.01
12130 -	Medical Laboratory Technician		18.04
12160 -	Medical Record Clerk		17.42
12190 -	Medical Record Technician		19.50
12195 -	Medical Transcriptionist		18.77
12210 -	Nuclear Medicine Technologist		37.60
12221 -	Nursing Assistant I		10.80
12222 -	Nursing Assistant II		12.14

12223 -	Nursing Assistant III		13.98
12224 -	Nursing Assistant IV		15.69
12235 -	Optical Dispenser		20.17
12236 -	Optical Technician		15.80
12250 -	Pharmacy Technician		18.12
12280 -	Phlebotomist		15.69
12305 -	Radiologic Technologist		31.11
12311 -	Registered Nurse I		27.64
12312 -	Registered Nurse II		33.44
12313 -	Registered Nurse II, Specialist		33.44
12314 -	Registered Nurse III		40.13
12315 -	Registered Nurse III, Anesthetist		40.13
12316 -	Registered Nurse IV		48.10
12317 -	Scheduler (Drug and Alcohol Testing)		21.73
13000 -	Information And Arts Occupations		
13011 -	Exhibits Specialist I		19.86
13012 -	Exhibits Specialist II		24.61
13013 -	Exhibits Specialist III		30.09
13041 -	Illustrator I		20.48
13042 -	Illustrator II		25.38
13043 -	Illustrator III		31.03
13047 -	Librarian		33.88
13050 -	Library Aide/Clerk		14.21
13054 -	Library Information Technology Systems		30.60

Administrator			
13058 -	Library Technician		19.89
13061 -	Media Specialist I		18.73
13062 -	Media Specialist II		20.95
13063 -	Media Specialist III		23.36
13071 -	Photographer I		16.65
13072 -	Photographer II		18.90
13073 -	Photographer III		23.67
13074 -	Photographer IV		28.65
13075 -	Photographer V		33.76
13110 -	Video Teleconference Technician		20.39
14000 -	Information Technology Occupations		
14041 -	Computer Operator I		18.92
14042 -	Computer Operator II		21.18
14043 -	Computer Operator III		23.60
14044 -	Computer Operator IV		26.22
14045 -	Computer Operator V		29.05
14071 -	Computer Programmer I	(see 1)	26.36
14072 -	Computer Programmer II	(see 1)	
14073 -	Computer Programmer III	(see 1)	
14074 -	Computer Programmer IV	(see 1)	
14101 -	Computer Systems Analyst I	(see 1)	
14102 -	Computer Systems Analyst II	(see 1)	
14103 -	Computer Systems Analyst III	(see 1)	

14150 -	Peripheral Equipment Operator		18.92
14160 -	Personal Computer Support Technician		26.22
15000 -	Instructional Occupations		
15010 -	Aircrew Training Devices Instructor (Non-Rated)		36.47
15020 -	Aircrew Training Devices Instructor (Rated)		44.06
15030 -	Air Crew Training Devices Instructor (Pilot)		52.81
15050 -	Computer Based Training Specialist / Instructor		36.47
15060 -	Educational Technologist		35.31
15070 -	Flight Instructor (Pilot)		52.81
15080 -	Graphic Artist		26.80
15090 -	Technical Instructor		25.08
15095 -	Technical Instructor/Course Developer		30.67
15110 -	Test Proctor		20.20
15120 -	Tutor		20.20
16000 -	Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 -	Assembler		9.88
16030 -	Counter Attendant		9.88
16040 -	Dry Cleaner		12.94
16070 -	Finisher, Flatwork, Machine		9.88
16090 -	Presser, Hand		9.88
16110 -	Presser, Machine, Drycleaning		9.88
16130 -	Presser, Machine, Shirts		9.88
16160 -	Presser, Machine, Wearing Apparel, Laundry		9.88
16190 -	Sewing Machine Operator		13.78



16220 -	Tailor		14.66
16250 -	Washer, Machine		10.88
19000 -	Machine Tool Operation And Repair Occupations		
19010 -	Machine-Tool Operator (Tool Room)		21.14
19040 -	Tool And Die Maker		23.38
21000 -	Materials Handling And Packing Occupations		
21020 -	Forklift Operator		18.02
21030 -	Material Coordinator		22.03
21040 -	Material Expediter		22.03
21050 -	Material Handling Laborer		13.83
21071 -	Order Filler		15.09
21080 -	Production Line Worker (Food Processing)		18.02
21110 -	Shipping Packer		15.09
21130 -	Shipping/Receiving Clerk		15.09
21140 -	Store Worker I		11.72
21150 -	Stock Clerk		16.86
21210 -	Tools And Parts Attendant		18.02
21410 -	Warehouse Specialist		18.02
23000 -	Mechanics And Maintenance And Repair Occupations		
23010 -	Aerospace Structural Welder		27.21
23021 -	Aircraft Mechanic I		25.83
23022 -	Aircraft Mechanic II		27.21
23023 -	Aircraft Mechanic III		28.53

23040 -	Aircraft Mechanic Helper		17.54
23050 -	Aircraft, Painter		24.73
23060 -	Aircraft Servicer		19.76
23080 -	Aircraft Worker		21.01
23110 -	Appliance Mechanic		21.75
23120 -	Bicycle Repairer		14.43
23125 -	Cable Splicer		26.02
23130 -	Carpenter, Maintenance		21.40
23140 -	Carpet Layer		20.49
23160 -	Electrician, Maintenance		27.98
23181 -	Electronics Technician Maintenance I		24.94
23182 -	Electronics Technician Maintenance II		26.47
23183 -	Electronics Technician Maintenance III		27.89
23260 -	Fabric Worker		19.13
23290 -	Fire Alarm System Mechanic		22.91
23310 -	Fire Extinguisher Repairer		17.62
23311 -	Fuel Distribution System Mechanic		22.81
23312 -	Fuel Distribution System Operator		19.38
23370 -	General Maintenance Worker		21.43
23380 -	Ground Support Equipment Mechanic		25.83
23381 -	Ground Support Equipment Servicer		19.76
23382 -	Ground Support Equipment Worker		21.01
23391 -	Gunsmith I		17.62
23392 -	Gunsmith II		20.49

23393 -	Gunsmith III		22.91
23410 -	Heating, Ventilation And Air-Conditioning		23.89
	Mechanic		
23411 -	Heating, Ventilation And Air Conditioning		25.17
	Mechanic (Research Facility)		
23430 -	Heavy Equipment Mechanic		22.91
23440 -	Heavy Equipment Operator		22.91
23460 -	Instrument Mechanic		22.59
23465 -	Laboratory/Shelter Mechanic		21.75
23470 -	Laborer		14.98
23510 -	Locksmith		21.90
23530 -	Machinery Maintenance Mechanic		23.12
23550 -	Machinist, Maintenance		22.91
23580 -	Maintenance Trades Helper		18.27
23591 -	Metrology Technician I		22.59
23592 -	Metrology Technician II		23.80
23593 -	Metrology Technician III		24.96
23640 -	Millwright		28.19
23710 -	Office Appliance Repairer		22.96
23760 -	Painter, Maintenance		21.75
23790 -	Pipefitter, Maintenance		24.63
23810 -	Plumber, Maintenance		22.29
23820 -	Pneudraulic Systems Mechanic		22.91
23850 -	Rigger		22.91

23870 -	Scale Mechanic		20.49
23890 -	Sheet-Metal Worker, Maintenance		22.91
23910 -	Small Engine Mechanic		20.49
23931 -	Telecommunications Mechanic I		29.95
23932 -	Telecommunications Mechanic II		31.55
23950 -	Telephone Lineman		27.41
23960 -	Welder, Combination, Maintenance		22.91
23965 -	Well Driller		22.91
23970 -	Woodcraft Worker		22.91
23980 -	Woodworker		17.62
24000 -	Personal Needs Occupations		
24570 -	Child Care Attendant		12.79
24580 -	Child Care Center Clerk		17.77
24610 -	Chore Aide		10.57
24620 -	Family Readiness And Support Services		16.90
	Coordinator		
24630 -	Homemaker		18.43
25000 -	Plant And System Operations Occupations		
25010 -	Boiler Tender		27.30
25040 -	Sewage Plant Operator		20.84
25070 -	Stationary Engineer		27.30
25190 -	Ventilation Equipment Tender		19.49
25210 -	Water Treatment Plant Operator		20.84
27000 -	Protective Service Occupations		

27004 -	Alarm Monitor		20.57
27007 -	Baggage Inspector		12.71
27008 -	Corrections Officer		22.80
27010 -	Court Security Officer		24.72
27030 -	Detection Dog Handler		20.57
27040 -	Detention Officer		22.80
27070 -	Firefighter		24.63
27101 -	Guard I		12.71
27102 -	Guard II		20.57
27131 -	Police Officer I		26.52
27132 -	Police Officer II		29.67
28000 -	Recreation Occupations		
28041 -	Carnival Equipment Operator		13.59
28042 -	Carnival Equipment Repairer		14.63
28043 -	Carnival Equipment Worker		9.24
28210 -	Gate Attendant/Gate Tender		13.01
28310 -	Lifeguard		11.59
28350 -	Park Attendant (Aide)		14.56
28510 -	Recreation Aide/Health Facility Attendant		10.62
28515 -	Recreation Specialist		18.04
28630 -	Sports Official		11.59
28690 -	Swimming Pool Operator		18.21
29000 -	Stevedoring/Longshoremen Occupational Services		
29010 -	Blocker And Bracer		23.13

29020 -	Hatch Tender		23.13
29030 -	Line Handler		23.13
29041 -	Stevedore I		21.31
29042 -	Stevedore II		24.24
30000 -	Technical Occupations		
30010 -	Air Traffic Control Specialist, Center (HFO)	(see 2)	39.92
30011 -	Air Traffic Control Specialist, Station (HFO)	(see 2)	26.84
30012 -	Air Traffic Control Specialist, Terminal (HFO)	(see 2)	29.56
30021 -	Archeological Technician I		20.19
30022 -	Archeological Technician II		22.60
30023 -	Archeological Technician III		27.98
30030 -	Cartographic Technician		27.98
30040 -	Civil Engineering Technician		26.41
30061 -	Drafter/CAD Operator I		20.19
30062 -	Drafter/CAD Operator II		22.60
30063 -	Drafter/CAD Operator III		25.19
30064 -	Drafter/CAD Operator IV		31.00
30081 -	Engineering Technician I		22.92
30082 -	Engineering Technician II		25.72
30083 -	Engineering Technician III		28.79
30084 -	Engineering Technician IV		35.64
30085 -	Engineering Technician V		43.61
30086 -	Engineering Technician VI		52.76
30090 -	Environmental Technician		27.41

30210 -	Laboratory Technician		23.38
30240 -	Mathematical Technician		28.94
30361 -	Paralegal/Legal Assistant I		21.36
30362 -	Paralegal/Legal Assistant II		26.47
30363 -	Paralegal/Legal Assistant III		32.36
30364 -	Paralegal/Legal Assistant IV		39.16
30390 -	Photo-Optics Technician		27.98
30461 -	Technical Writer I		21.93
30462 -	Technical Writer II		26.84
30463 -	Technical Writer III		32.47
30491 -	Unexploded Ordnance (UXO) Technician I		24.74
30492 -	Unexploded Ordnance (UXO) Technician II		29.93
30493 -	Unexploded Ordnance (UXO) Technician III		35.88
30494 -	Unexploded (UXO) Safety Escort		24.74
30495 -	Unexploded (UXO) Sweep Personnel		24.74
30620 -	Weather Observer, Combined Upper Air Or	(see 2)	25.19
	Surface Programs		
30621 -	Weather Observer, Senior	(see 2)	27.98
31000 -	Transportation/Mobile Equipment Operation Occupations		
31020 -	Bus Aide		14.32
31030 -	Bus Driver		20.85
31043 -	Driver Courier		13.98
31260 -	Parking and Lot Attendant		10.07
31290 -	Shuttle Bus Driver		15.66

31310 -	Taxi Driver		13.98
31361 -	Truckdriver, Light		15.66
31362 -	Truckdriver, Medium		17.90
31363 -	Truckdriver, Heavy		19.18
31364 -	Truckdriver, Tractor-Trailer		19.18
99000 -	Miscellaneous Occupations		
99030 -	Cashier		10.03
99050 -	Desk Clerk		11.58
99095 -	Embalmer		23.05
99251 -	Laboratory Animal Caretaker I		11.30
99252 -	Laboratory Animal Caretaker II		12.35
99310 -	Mortician		31.73
99410 -	Pest Controller		17.69
99510 -	Photofinishing Worker		13.20
99710 -	Recycling Laborer		18.50
99711 -	Recycling Specialist		22.71
99730 -	Refuse Collector		16.40
99810 -	Sales Clerk		12.09
99820 -	School Crossing Guard		13.43
99830 -	Survey Party Chief		21.94
99831 -	Surveying Aide		13.63
99832 -	Surveying Technician		20.85
99840 -	Vending Machine Attendant		14.43
99841 -	Vending Machine Repairer		18.73



99842 -	Vending Machine Repairer Helper		14.43
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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey

data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformance may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A

links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination.

Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.